

Congressman Ben Ray Luján United States Service Academy

Instructions for completing forms

1. FORMS PROVIDED

- a. Checklist
- b. Application
- c. Counselor Evaluation

2. CHECKLIST

Use this form to organize and manage the forms, letters, and miscellaneous items requested for submission to Congressman Luján's office. Check-off items completed and, if possible, mail all items together. This form is for applicants only

3. APPLICATION

Part I: "Present Address" is if you are away from home.

Part II: If you are a high school graduate and attending college, be sure your high school sends a transcript. If you've attended college for more than one semester, have your college also send a transcript. If you've attended college for less than one semester, send a copy of your class schedule.

Part III: Include only those activities and honors from high school/college. Be sure to include non-school activities such as church and civic/volunteer work.

Part IV: In completing your Academy preference, number 1 if your first choice, number 2 if your second choice, etc. it is recommended that you opt for more than one academy, so that if you are not chosen for your first choice, another option may become available to you.

Part VI: Ensure that you sign the "Privacy Act Statement" at the bottom of the 4th page of your Application form

4. COULSELOR EVALUTATION

Give this form to your school counselor. The counselor must use this form only; no letters. If there is no counselor, give it to your principal. It is your responsibility to ensure the form is completed and submitted prior to the deadline. Make certain you follow-up with the counselor/principal.

Note: Standardized test scores are required. If you have not yet taken either the ACT or SAT tests, please schedule yourself as soon as possible. These scores are also used by the academies themselves in their evaluation process. If you have no scores to report, please indicate when you plan to take either test and arrange for those scores to be sent to our office.

U.S. Representative Ben Ray Luján
United States Service Academy

Applicant Checklist

Applicant Name (Print): _____

Mailing Address (Parents): _____

City/Zip Code: _____

Phone (Parents): _____

Item

_____ Completed Application, Including Essay

_____ Counselor Evaluation

_____ ACT and/or SAT Scoresheet

_____ High School/College Transcript

_____ Two Letters of Recommendation

Academies Applied for

_____ Air Force _____ Army _____ Navy _____ Merchant Marine

_____ Coast Guard

(Note: Of the 5 academies listed above, only the Coast Guard does NOT require a nomination)

Date(s) Submitted:

You May:

1: Apply for all five service academies

2: Retake the ACT/SAT tests to improve your scores

3: Update your activities and achievements at any time

Return all documents electronically to brian.lee@mail.house.gov or by mail to:

Congressman Ben Ray Luján
Attn: Brian Lee
Service Academy Liaison
800 Municipal Drive
Farmington, NM 87401

DEADLINE FOR ALL DOCUMENTS TO BE MAILED IS OCTOBER 12, 2018



Ben Ray Luján

U. S. Congressman

Representing New Mexico's Third District

Service Academy Nomination Application

Please print clearly or type the following information:

I. General Information

Name: _____
(Last) (First) (Middle Initial)

Social Security Number: _____ Date of Birth: _____

Permanent Address (Parents): Street: _____

City: _____ Zip Code: _____

Present Address (if different): Street: _____

City: _____ Zip Code: _____

Landline Telephone Number: _____ Cell: _____

E-Mail Address: _____

Mother's Name: _____

Father's Name: _____

Legal Guardian (if applicable): _____

Parents Telephone Number: _____

Are you a resident of New Mexico? Yes _____ No (if no, where?) _____

Are you now or have you ever been married? Yes _____ No _____

Do you have responsibility for a child(ren)? Yes _____ No _____

II. Educational History

Elementary School: _____
(School Name) (City and State)

High School: _____
(School Name) (City and State)

Mailing Address: _____

Principal: _____ Counselor: _____

School Year: Senior _____ Junior _____ Month and year will graduate _____

Grade Point Average: _____ Grade Scale Used: _____

College (if applicable): _____
(School Name) (City and State)

Hours Completed: _____ Grade Point Average: _____

Years Graduated (if applicable): _____

III. Extracurricular Activities

Athletic Activities, High School / College (May use extra paper)

Activity	Grade Levels During Which You Participated	Awards Received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

School or Civic Activities, High School / College (May use extra paper)

Activity	Grade Level During Which You Participated	Offices Held and /or Awards or Recognition
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List all honors/awards you have received both in and out of school:

Employment History (*Reverse chronological order; use additional sheets if necessary*)

Employer #1's Name and Address: _____

Job Title: _____

Dates Employed: _____ Hours Worked per Week: _____

Work Responsibilities and Motivation for Working:

Employer #2's Name and Address: _____

Job Title: _____

Dates Employed: _____ Hours Worked per Week: _____

Work Responsibilities and Motivation for Working:

IV. Academy Interest

Please rank each of the Academies in **order of preference for attendance**, with one being your first choice. It is to your advantage to rank all Academies unless you are unwilling to attend certain Academies.

_____ Air Force _____ Army _____ Navy _____ Merchant Marine

_____ Coast Guard

(Note: Of the 5 academies listed above, only the Coast Guard does NOT require a nomination)

Have you requested a nomination through another source? () Yes () No

If yes, from whom? _____

Have you been contacted directly by an Academy? () Yes () No

If yes, which Academy and who? _____

Have you already filed an application to an Academy? () Yes () No

If yes, which one(s) _____

Have you ever served in the military in any capacity? _____

If yes, what is the highest rank you held? _____

Note: You may also apply for a nomination to the Vice President of the United States in Washington, D.C. However, if you are the son or daughter of a parent that is active or retired military or that has been awarded the Congressional Medal of Honor, you may apply to the Academies through the President of the United States

V. Mandatory Essay

In 500 words or less, please describe why you are interested in attending one of the United States Military Academies. Be sure to include your essay with your application and other required documents.

VI. Privacy Statement

Privacy Act Statement: In accordance with the provisions of the 1974 Privacy Act, I hereby authorize Congressman Ben Ray Luján's to provide any information pertinent to my request from a nomination to any of the U.S. Service Academies and also to his Academy nomination review panel.

I have read the Privacy Act Statement. The information provided in this application is true and correct to the best of my knowledge. I understand that in addition to this application, I am also required to submit all of the items on the application check-list. I further understand that Representative Luján's Office must be in receipt of all application materials no later than Friday October 12, 2018.

Signature: _____ Date: _____

Return your completed application electronically to brian.lee@mail.house.gov or by mail to:

Congressman Ben Ray Luján
Attn: Brian Lee
Service Academy Liaison
800 Municipal Drive
Farmington, NM 87401

U.S. Representative Ben Ray Luján

United States Service Academy COUNSELOR EVALUATION

This form must be completed and signed by a counselor or principal and returned electronically to brian.lee@mail.house.gov or mailed to:

Congressman Ben Ray Luján
Attn: Brian Lee
Service Academy Liaison
800 Municipal Drive
Farmington, NM 87401

Deadline is: _____

Name of Student: _____
(Last) (First) (Middle Initial)

Graduation Year: _____ Current GPA: _____

Note: If school does not rank students, then % of students at or below this student _____
(Class size must be given)

Standard Test Scores (Give the highest score attained in each category, regardless of times tested)

ACT: English: _____ Math: _____ Reading: _____ Science Reasoning: _____

SAT: Writing: _____ Math: _____ Critical Reasoning: _____

Leadership Characteristics: _____

Personality Traits: _____

Ability to Work Under Pressure: _____

Ability to Get Along with Others: _____

List of Extracurricular Activities and Offices Held: _____

COMMENTS & RECOMMENDATIONS: _____

Date: _____

Printed Name: _____

Signature: _____

Title: _____

Work Phone: _____

Email: _____

School Name: _____

Address: _____

City, State, Zip: _____

Note: This information is vital to Congressman Luján's Nomination Committee that will be evaluating this student. Please follow all instructions and mail directly to the address on the 1st page.